



CIVILIAN HUMAN RESOURCES AGENCY

CIVILIAN PERSONNEL

FORT BRAGG, NC

EMPLOYEE BULLETIN

NOVEMBER 2010



AF LINK:

www.bragg.army.mil/www-cpo/

NAF LINK:

www.bragg.army.mil/nafhrc

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ARMY CIVILIAN CREED

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Civilian Human Resources Agency
South Central Region
Civilian Personnel Advisory Center
Fort Bragg, NC 28310-5000
Director, Jeanne T. Scharch

ADVERSE WEATHER CONDITIONS:

Winter Inclement Weather Rules for Appropriated Fund Bargaining Unit Employees:

With the hurricane season effectively over, the next opportunity for implementation of the appropriated fund Union contract rules for adverse weather conditions (Article 21) will be winter inclement weather.

For bargaining unit employees who are designated "adverse weather personnel," the rule is simple: Be at work at the regularly scheduled time and if you can not get to work safely, take annual leave. For bargaining unit employees who are designated "non-adverse weather personnel," the three conditions are articulated below:

*Condition 1 - POST CLOSED - Personnel receive administrative leave.

*Condition 2 - DELAYED ARRIVAL - Personnel who come to work receive administrative leave for the delay period, e.g. 2 hours. Those in a leave or Temporary Duty (TDY) status do not receive administrative leave for the delay period.

*Condition 3 - EARLY RELEASE - Personnel on duty at work at the time of release receive administrative leave for the early release period. Those in a leave or TDY status do not receive administrative leave for the delay period.

The Union Contract is available at <http://www.bragg.army.mil/www-cpo/NLmer/2006AFGE-CBA.pdf>. For Installation Status, look at the Fort Bragg Home Page <http://www.bragg.army.mil/> which will specify status using the terms, Open, Closed, Delayed Arrival, or Early Release.

Appropriated Fund Non-bargaining unit employees will follow the same procedures specified above to ensure consistency and fairness across the board.

CIVILIAN PERSONNEL OFFICE CLOSURE:

**The CPAC office will be closed
Friday, 24 December 2010
and Friday, 31 December 2010**



REMINDER:

The FEHB open
season ends
13 Dec 2010

For more
information,
please visit:

[www.opm.gov/
insure/health/
planinfo.guides/](http://www.opm.gov/insure/health/planinfo.guides/)

Safe Travelling during Heightened Security and Holiday Season

Arrive at the airport early. There is nothing more stressful than standing in a long line hoping to not miss a flight. There is no harm from getting to the airport a half hour earlier than planned. With heightened security and holiday travel, plan on getting to the airport at least 90 minutes in advance rather than the suggested 75 minutes for domestic travel. Allow more time for international travel.



Check in online. Most airlines allow you to check in online up to 24 hours in advance. Check in online and leave luggage with the skycap at the curb. If your airport does not offer that feature, use a self-service check in and dodge the lines for check in.

Unlock your luggage and do not pack unauthorized items. For a list of items that airlines does not allow, check your airline carriers website or www.tsa.gov. Never lock your luggage and remove all personal items like medication, passports, car keys, and cameras with film.

Wear slip-on shoes and zip-up jackets or sweaters. Because of heightened security, all airports now require you to remove shoes and outerwear to go through security. Save yourself time at security by wearing shoes you can slip off and sweaters or coats that are easily removable.

Prepackage all liquids in plastic bags. The TSA only allows one-quart size bag for each passenger for liquid and gel items. These items can only be up to 3 oz each. For a list of items that are not allowed, check your airlines website or www.tsa.gov. Compile them in a baggie before reaching the airport so TSA agents do not have to inspect your luggage.

Choose bras and belts without metal. If you do not want to feel like your privacy is invaded, choose belts that do not have metal buckles. Put your cell phone, money and jewelry in your purse or carryon luggage.

Follow directions. Listen carefully. You may not put anything in a bin with a computer or video game console. You must remove laptops from bags. By listening for specific instruction you will avoid have to repeat the security process and forgo excess security checks.

Have patience and cooperate with TSA agents. Snippy airline passengers only ignite TSA agent's anger. Complaining does not help anything and only makes everyone have a negative attitude.

Have a safe and happy Holiday Season!! Remember safety first!

The Army Wants You to be Healthy

Army Regulation 600-63, Army Health Promotion, dated 7 September 2010, is designed for soldier and civilian health promotion. It is now mandated that "notices will be displayed at entrances to buildings and facilities over which DA has custody and control that state that smoking is not allowed except in designated smoking areas." It further states that designated areas will be at least 50 feet from common points of ingress/egress and will not be located in areas that are commonly used by nonsmokers.

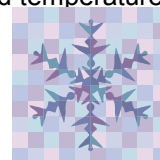
For more information please go to:
www.army.mil/usapa/epubs/pdf/r600_63.pdf



WINTER STORM

The extreme cold and heavy snowfall that accompany winter storms can be debilitating and dangerous. Winter storms can affect everyone, even those who usually experience mild winters. Heavy snowfall can be blinding for drivers and dangerous for those it traps indoors. Winter storms may also include high winds, sleet, freezing rain, frozen roads, power outages and dangerously cold temperatures.

How to Prepare for a Winter Storm



- ☐ Be aware of the risk for severe winter weather in your area.
- ☐ Stay informed and know winter storm terminology:
 - **Freezing rain**—Rain that freezes when it hits the ground. Ice may coat roads, walkways, trees and power lines.
 - **Sleet**—Rain that freezes into ice pellets before it reaches the ground. Sleet can cause moisture on roads and walkways to freeze.
 - **Winter storm watch**—Weather conditions are favorable for development of a winter storm. Stay tuned to radio or TV for more information and instructions.
 - **Winter storm warning**—A winter storm is occurring or will occur soon.
 - **Blizzard warning**—Considerable amounts of snow with sustained winds or frequent gusts up to 35 mph are expected to prevail for at least three hours. Visibility is reduced to less than a quarter mile.
 - **Frost/freeze warning**—Below-freezing temperatures are expected.
- ☐ Make sure your home is properly insulated.
- ☐ Caulk and weather strip doors and windows to keep out cold air.
- ☐ Insulate pipes to prevent freezing.
- ☐ Consider what to use for emergency heat in case the electricity goes out:
 - Fireplace with ample supply of wood
 - Small, well-vented camp stove with fuel
 - Portable space or kerosene heater (check with your fire department first)
- ☐ Understand the heating system in your home. Be aware that the most destructive home fires happen during winter weather due to improper use of heating devices.
- ☐ To prevent water damage from burst pipes, keep your home's temperature above freezing, even if you are away.
- ☐ Keep your car's gas tank full to keep the fuel line from freezing and for emergency use.
- ☐ Make sure you have an adequate amount of winter clothing and blankets for your family.
- ☐ Get an emergency supply kit that includes rock salt, sand, snow shovels and other snow removal equipment, adequate winter clothing and batteries for radio and flashlights.
- ☐ To slow the accumulation of snow and ice on your driveway and outside steps, pre-treat these surfaces by spreading a small amount of rock salt.

JUST DO IT: Verify Your Address

It is that time of year to update your address in the Defense Finance and Accounting System—My Pay to ensure that you receive your W-2s. Your W-2's are required for filing taxes each year:

<https://mypay.dfas.mil/mypay.aspx>

The Expanded Family Friendly Leave Policies for Non-Appropriated Fund (NAF) Employees

The Expanded Family Friendly Leave Policies for Non-appropriated Fund (NAF) Employees has changed. The definitions were changed by the Office of Personnel Management (OPM) for appropriated fund employees to meet their family responsibilities. These policies have been administratively adopted for NAF employees.

The OPM has issued final regulations expanding the definitions related to "family member and immediate relative: for the use of sick leave, funeral leave, and voluntary leave transfer. The new and expanded definitions of "family member and immediate Relative" now cover grandparents and grandchildren, same-sex and opposite-sex domestic partners, step parents, step children, foster, guardianship, and similar relationships, and the spouses or domestic partners of those covered individuals.

Please note that the new definitions of "family member and immediate relative" do not apply to FMLA. The situations in which an employee can invoke FMLA and the individuals for whom an employee can provide care under the FMLA are specified in law.

There is also a clarification of the definition of "son or daughter" under the FMLA as it applies to an employee standing "in loco Parentis" to a child. Previous FMLA regulations defined "in loco parentis" situations to include employees with day-to-day responsibilities to care for and provide financial support for a child.

The 24 hour LWOP provision is also being extended to all regular employees and regularly scheduled FLEX employees, including those with opposite-sex domestic partners, pursuant to the authority to schedule work and manage leave and absences.

For more information visit:

<http://www.opm.gov/oca/leave/HTML/familylv.htm>

Ten Tips for Letting Federal Employers Know Your Worth **(PART II)**

This month we cover PART II of the series. As a recap from last month you must ensure that you, first, read the job announcement carefully and acquaint yourself with what the Federal agency is looking for.

Then, check your resume to ensure it is complete and includes all the required information for the job you want. Next, capture how your experience matches the competencies and/or knowledge, skills, and abilities (KSA's) required for that job.

Remember: Federal agencies base their decisions on merit so, follow these 10 tips carefully when describing your experience and skills.

Last month we covered the first two tips:

- 1. Use words wisely.**
- 2. Keep sentences short and clear.**
- 3. Make your message stand out.** Paragraphs that are easy-to-see are more than *nice* - they can make or break your message. So remember, keep your paragraphs brief, usually between 5 and 10 lines depending on content. Put important points first - where they are most visible.



Here are some possibilities:

Short paragraphs—*While an associate editor for Agricultural Magazine, I selected each month's special features on scientific findings and agricultural economics; hired five diverse new writers, all with scientific backgrounds; and reviewed all copy to ensure a style accessible to readers ranging from rural farmers to university researchers.*

Subheaders—*While an associate editor for Agricultural Magazine, I was responsible for:*

Critical content decisions—*I selected each month's special features on the relationship between scientific findings and agricultural economics, among other articles.*

Quality of articles—*I reviewed all copy to ensure the style was accessible to readers ranging from rural farmers to university researchers.*

- 4. Focus on outcome.** What is the most important aspect of your work experience? The answer may be a surprise: the outcome. In fact, you'd be amazed by how many people forget to mention this critical aspect of their experience altogether.

When discussing outcome, be sure to discuss the *whats*, the *hows*, and the *breadth and scope of your experiences*:

What occurred—Did you improve the workplace? Perhaps you refined technology tools, created programs, or organized procedures. Regardless, let the agency know *what* occurred. Use brief examples to best illustrate your point whenever possible.

How much and how many—Did you start new projects? How many? Did you save your previous office money? Time? How much? Don't forget percentages, numbers, and degrees that apply.

Notice how this example falls flat because it ignores the outcome—*As a supervisor at Early Start, I oversaw the development of grant proposals. While in this position, I put systems in place to ensure that my employees provided the government with the exact information it needed.*

While this revision is more revealing...and competitive—*As a supervisor at Early Start, I oversaw a team of 10 employees who developed grant proposals. While in this position, I developed a template-based system to help my coworkers anticipate requirements. This helped us meet all deadlines in advance and create proposals that won us two grants more than the previous year.*

- 5. Showcase your role**—Did you work on your own? As part of a team? In a supervisory capacity? As a team leader? Let the agency know your role in the projects. For example, this response: *I helped put together conferences. Among my responsibilities were sending invitations, calling potential guests, and preparing the conference materials.*

Ten Tips for Letting Federal Employers Know Your Worth
(PART II)

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Would be stronger if worded this way:

As part of a team of five employees, I helped put together conferences. My responsibilities included sending invitations, calling potential guests, and preparing the conference materials. Were you promoted while working on a project? If so, mention that too.

Note, for example, this response doesn't mention a promotion:

In my last position, I spent 2 to 3 months at a time in the field collecting samples for the study. The following year, I spent most of time in the lab, only going to the field occasionally.

While this revision does:

In my position as Project Manager, I spent 2 to 3 months at a time in the field, overseeing 5 specialists who assisted me in collecting samples for the study. The following year, I was promoted to Senior Project Manager which required that I spent more time in the lab. As a result, I only went to the field occasionally.

6. Remember - timeframes count. Be sure to address these questions: What were the dates or length of time you worked on a project or job? Did you work full-time or part-time? If part-time, what percentage of your time did you do that work?

For example, this candidate could have worked a position for a few months part-time:

I served as a contractor for the agency, regularly produced educational videos and IVT training sessions.

This response is stronger worded this way:

From 7/1999 -10/2002, I served as a full-time contractor for the agency. I spent at least 30% of my time producing educational videos and IVT training sessions

If you didn't spend substantial time in a particular position, include the dates anyway. Other information such as the outcome of your experience or the scope and depth of your work will underscore its value.

Stay tuned for next month's bulletin that includes the final installment of this series.

<http://www.usajobs.gov/EI/tentips.asp>; AS OF: 04/02/2010

Swollen Hands:

Symptom of Carpal Tunnel or Something
More Serious?

What is Carpal Tunnel Syndrome?

Carpal tunnel syndrome is often characterized by swollen hands. Additional symptoms may included numbness, pain, and tingling occurring individually or in combinations. These can occur in the hands as well as the wrists when you are dealing with carpal tunnel. In some instances swollen hands can indicate that something more serious is going on.



For more information please go to:

<http://www.ergonomicsmadeeasy.com/pages/carpal-tunnel-syndrome/swollen-hands-symptom-of-carpal-tunnel>

For more information on how CAP can assist individuals with Carpal Tunnel Syndrome, please visit:

www.tricare.mil/cap [<http://www.tricare.mil/cap>]



ARMY CIVILIAN CORPS CREED

I am an Army Civilian – a member of the Army Team.
I am dedicated to our Army, our Soldiers and Civilians.

I will always support the mission.

I provide stability and continuity during war and peace.
I support and defend the Constitution of the United States
and consider it an honor
to serve our Nation and our Army.

I live the Army values of Loyalty, Duty, Respect,
Selfless Service, Honor, Integrity, and Personal Courage.
I am an Army Civilian.

Army Civilian Corps Creed History

What is it?

Army Civilians have a record of more than 230 years of service and are a critical component of the Total Army. The Army Civilian Corps Creed embodies the commitment of these dedicated individuals who serve as an integral part of the Army team.

What has the Army Done?

The Army has combined the Civilian Corps Creed with the Warrior Ethos and established a set of principles by which every Department of the Army Civilian works to support our Soldiers in the field.

What continued efforts does the Army have planned?

The Army established the U.S. Army Civilian Corps to recognize the people who play such a critical role in keeping the U.S. Army ready to execute its mission.

Why is this important to the Army?

The role of our U.S. Army Civilian Corps, and the Army's recognition that they are part of the team, is clearly outlined in the Army Civilian Corps Creed.

Army Civilian Corps Creed can be found at:

<http://cpol.army.mil/library/general/acccreed.html>



**Civilian Human Resources Agency (CHRA)
Ft Bragg CPAC
Training Schedule**

Date	Course	Target	Time and Location	Enrollment Info
6 Jan 11	Interviewing Techniques	Supervisors / Managers	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621
12 Jan 11	RESUMIX	Prospective / current Federal employees	0930 - 1130 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621
12 Jan 11	Leave Administration	Supervisors / Managers	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621
19 Jan 11	MER Dos and Don'ts	Supervisors / Managers	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621
25 Jan 11	Nuts and Bolts of Disciplinary Actions	Supervisors / Managers	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621
27 Jan 11	TAPES	Supervisors / Managers	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621
27 Jan 11	Labor Relations, Down and Dirty	Supervisors / Managers	1500 - 1700 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621

For local registration and more information, please contact the Bragg CPAC Training Office at 910-396-6815/8621

For Civilian Personnel courses, please register through the Civilian Human Resources Training Application System (CHRTAS) at www.atrrs.army.mil/channels/chrtas/default.asp

Register in CHRTAS

In the center of the page, under the logo, see PLEASE SIGN IN BELOW. Click on the arrow to select your category: Category to select is ARMY. See SIGN IN OPTIONS: Sign in using one of the three options (CAC, AKO, DOB, and SSN). Create a Student Profile, or update: CREATE/UPDATE STUDENT PROFILE Click CREATE/UPDATE CHRTAS RECORD.

Apply for Courses

Select FY 2010 or FY 2011 and Select region (0106 - CHRA - South Central). Use the Drop Down to find course and Select course (like HR for Supervisors) Select Location, desired date, and course. Submit the Application Your supervisor will receive an email to approve/disapprove course enrollment.